

	CREATION DATE February 15, 2012	DATE REVISED July 26, 2024
	POLICY AREA / CATEGORY	DATE APPROVED / EFFECTIVE DATE March 01, 2012
POLICY TITLE SEPARATION OF CERTIFICATION AND EDUCATION ACTIVITIES	VERSION	DATE REVIEWED July 26, 2024

SUMMARY & PURPOSE:

There must exist a firewall between examination development activities and any educational, review, test preparation, or similar activities. This policy includes the guidelines to ensure this firewall is not violated.

DEFINITIONS:

Firewall: this is a term used to represent the barrier between functional elements and activities.

POLICY:

- No individual who has participated in any part of the examination development as listed in the Eligibility Policy shall be allowed to present materials or information that is part of any type of review, preparedness, readiness, or examination prep type of course.
- Any of the SSH Examination Blueprint Review Courses and other resources (e.g., books) have restrictions on what can or cannot be said, presented, or shared during the courses to prevent any misunderstanding of what the courses can accomplish for any participants.
- The SSH Education Committee has responsibility for preparing and delivering any official SSH course and/or resources that serve the purpose of preparing the candidate to take an examination with the exception of the practice tests.
- The practice tests are prepared under the responsibility of the Certification Council and shall be considered the same stature as the development of the actual examinations.

SCOPE/APPLICABILITY:

- This applies to all individuals who are involved in any of the examination development processes for the CHSE and CHSOS certifications. This also applies to all individuals who are delivering any review (or similar) courses or materials provided by SSH (official SSH items).
- This does not apply to individuals who are presenting review (or similar) courses that are not provided by SSH. Those individuals are not under the control of SSH and thus cannot be constrained in what they state.

PROCEDURES TO ENSURE COMPLIANCE:

- The SSH Education Committee has been provided a document entitled Requirements for Presentations about SSH Certifications. SSH staff shall ensure that all who prepare or present any information have been provided with this document and understand the elements therein.
- SSH staff shall be responsible for ensuring that any individual who has been deemed ineligible as described in the Eligibility Policy shall not be involved in any of the activities of the Education Committee related to examination review.
- Any individuals in violation of the firewall (after investigation) shall not be involved in examination development.

SUPPORTING/REFERENCE DOCUMENTATION:

- Requirements for Presentations about SSH Certifications

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:

- Policy: Eligibility

ASSOCIATED NCCA STANDARD(S):

- 3, 3A, 3B

POSTED PUBLICLY: YES